**PRIVATE AND CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

**Assets Manager Post**

**DATA PROTECTION ACT 1998**

The personal information collected on this form will only be used for the purposes of recruitment and selection for the post(s) you have applied for with the organisation. The information will not be used for any other purpose nor will it be disclosed to any third party. Our policy on retention of information is that all recruitment records are destroyed 6 months after the unsuccessful applicant is advised of the outcome of their application. Please confirm, by signing below, that you give consent for your information to be used in our recruitment and selection process.

I am aware that:

* The organisation will create computer and paper records on me during the recruitment and selection process;
* If successful, the organisation will create and maintain computer and paper records on me during my

 employment and after I leave; and

* These records will be processed in compliance with the Data Protection Act 1998 or successor legislation.

Signature …………………………………………………………….. Date ……………………………….

 ***(please type your name if emailing the application)***

**TRAINING AND QUALIFICATIONS**

**IMPORTANT**

Please note that if you are successful in your application for employment with this organisation you will be required to

provide proof of your right to work in the UK in terms of the Asylum and Immigration Act 1996.

**PERSONAL DETAILS**

Surname ……………………………………………………. Forename(s) ………………………………………………..

Any previous names that you have been known by …………………………………………………………………………

Permanent

Address ……………………………………………………………………………………………………………………..

………………………………………………………………………. Post Code …………………………………………

How long have you lived at the above address? …………………………………………………………………………….

If less than 12 months, please give your previous address ………………………………………………………………….

……………………………………………………………………..... Post Code ………………………………………….

Address for Communication (*if different*) …………………………………………………………………………………

……………………………………………………………………… Post Code …………………………………………

Tel (Home) ………………………………….…….…… Tel (Day) …………..…………………………………………

Email …………………………………………………………………..

Do you hold a current, clean UK driving licence? Yes/No *(please delete as appropriate)*

Do you hold a current UK driving licence? Yes No (please tick)

You need only answer this question if the post's Job Description or Person Specification contains a requirement to drive.

Please give details of secondary and further education and any relevant training courses, including any professional qualifications or certificates you hold.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| QualificationAchieved | Grades | Name of Course/Study | Full / Part time | Date from | Date to |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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*Please continue on a separate sheet if necessary.*

**VOLUNTARY WORK**

We would like to know about any voluntary work that you may have undertaken, e.g. community activities, work on committees, fund raising (*continue on a separate sheet if necessary*).

|  |
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**OTHER RELEVANT EXPERIENCE**

Please give details below of any experience that is particularly relevant to this post e.g. successful funding applications (*continue on a separate sheet if necessary*).

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**EMPLOYMENT HISTORY**

Please give details of your current employment or your most recent employment if you are not currently employed.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates(month & year) | Employer's Name, Address & Business | Title of Post | Reason for leaving |
| From | To |  |  |  |
|  |  |
| Employer's Tel. No. |  | Current/most recent salary (per annum) |  |

Previous Employers - start with the most recent and continue backwards on separate sheet if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| Dates(month & year) | Employer's Name | Title of Post & Main Duties | Reason for leaving |
|  |  |  |  |  |

**STATEMENT IN SUPPORT OF APPLICATION**

Please state why this post interests you and what personal skills and qualities you think you can offer. Please include details of major funding

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| ***Please continue on a separate sheet if necessary*** |

**REFERENCES**

Please give details of 2 referees, one of whom should be from your current/last employer.

Please note: Family members may NOT be used as a referee.

If applicable, may we contact your present employer? Yes / No (*please delete as appropriate*)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| AddressPost Code: |  | AddressPost Code: |  |
| Tel No. |  | Tel No. |  |
| Relationship to applicant |  | Relationship to applicant |  |

**DECLARATION**

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| --- |
| The details of this application form are correct to the best of my knowledge. If I am subsequently engaged, I accept that I am liable to instant dismissal if there has been any falsification of information contained herein.Have you had any criminal convictions, spent or pending? Yes/NoSignature ………………………………………………………… Date ………………………………………….***(please type your name if emailing the application)*** |

**RETURN COMPLETED FORM TO:**

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| --- |
| Joan Bishop, Chair, Dornoch Area Community Interest Company, Whinhill, Dornoch, Sutherland IV25 3RW**or (preferably) email to joan.bishop@outlook.com**  |